

SAFETY NET GUIDELINES

The Administrative Regulation, 922 KAR 1:400, Supportive Services, which includes Safety Net Services was filed July 2001. The Standards of Practice will not be updated until the Administrative Regulation is adopted by the legislature. Social Service Workers (SSW) is to use the following guidelines in the provision of Safety Net Services until the updated Standard of Practice is issued.

Safety Net Services are not initiated until the Parental Responsibility Opportunities (PRO) Team meets to discuss the family situation. Any case identified for discontinuance shall be reviewed by the PRO Team prior to discontinuance. The PRO Team shall, at minimum, include the Family Support Worker, the Social Service Worker and FRYSC staff. Community partners or members of advocacy group may also serve as members of the PRO Team. In counties where Comprehensive Family Services (CFS) is operational, CFS partners may be utilized. (Family Support Operation Manual, Volume X, OM Policy Update NO. 01-17, 99565, effective 08/01/01.)

Safety Net Services be provided to former K-TAP recipients who are no longer eligible due to:

1. not complying with Kentucky Works assessment requirements in 921 KAR 2:370, section 7 (2) (b), or;
2. reaching time limits in 921 KAR 2:066, Section 19.

The time limit discontinuance includes both the 24 month (Kentucky Works) and 60 month discontinuances.

These cases are to be assessed by the PRO Team. If the PRO Team is unaware of any barriers, the Social Service Worker and the Family Support Worker will conduct a home visit. The PRO Team will work with the family to encourage the family to participate, to identify and resolve any barriers to participation. A Social Service Worker or designee, as assigned by the Service Region Administrator, determines if the family needs Safety Net Services, which includes monetary assistance.

Listed below is the current procedure for Safety Net cases:

- A specialist in the Division of Protection and Permanency will send a monthly list to each Service Region with the name(s) and address (es) of each case that has been discontinued.
- The worker is to attempt to reach the client by telephone and if a telephone number is not available, by mail, within 10 working days of notice that the case has been discontinued. The purpose of the telephone call or letter is to arrange for a home visit with the client.
- If the client is not reached by telephone or if the client fails to respond to a written inquiry, the worker makes a visit to the last known address of the client.

SAFETY NET GUIDELINES

(Page 2)

- The worker shall make at least two (2) attempts at locating the client prior to closing the referral.
- If the worker is unable to locate the client or does not make a home visit, this is to be documented on the monthly Safety Net Report including the reasons why the worker did not make the home visit.
- During the home visit the worker interviews the client to determine if Safety Net Services are needed and documents the assessment utilizing the process currently in place which may include the utilization of the Safety Net Assessment form (included). The assessment shall include determining the resources the client has available since discontinuance and whether those resources are adequate for the client's needs such as, food, clothing, shelter, etc. and that the client's income is less than 200% of the poverty level (Income levels – included). The worker is to be observant of any potential indicators or risk factors of child or adult abuse, neglect, exploitation or dependency.
- If the client indicates that resources are available and adequate to support the family, the worker documents the information on the monthly Safety Net Report and the referral is closed.
- If the client indicates that resources are not adequate to keep the family safe and together, the worker determines the need and assists the client in developing a plan of action and provides:
 - Information on Comprehensive Family Services and make a referral, if the family agrees, to CFS.
 - Monetary assistance, if the client needs assistance in paying a utility bill, rent or house payment, groceries, car repair or any other basic need. The worker may, with the approval of the FSOS, authorize the expenditure of Safety Net funds up to a maximum of \$635 over a four (4) month period within 12 months. The four (4) months may be intermittent during the 12 months.
 - Referrals to any other community resource that may assist the family's identified needs.
 - The assessment information concerning the client's needs is included on the monthly Safety Net Report.
- If the worker finds that indicators of adult and/or child abuse, neglect, exploitation or dependency exist, the worker makes a referral for a Child Protective Services (CPS) and/or Adult Protective Services (APS) investigation. This information is documented on the monthly Safety Net Report.

Safety Net Assessment

Client Name _____

____ No action needed ____ Case opened ____ Referral or Disbursement

____ Referral to Community Services (list all agencies)

____ Safety Net disbursement (list the reason(s) for disbursement and amount(s))

Pertinent additional information

Attach the Safety Net Assessment form to the PAFS 628 and submit to the regional office

TANF Family Preservation Reunification & FACTS			
2001 TANF Income Eligibility Requirements (200% poverty)			
Size of Family Unit			
Family Size	1		\$ 1,431.67
Family Size	2		\$ 1,935.00
Family Size	3		\$ 2,438.33
Family Size	4		\$ 2,941.67
Family Size	5		\$ 3,445.00
Family Size	6		\$ 3,948.33
Family Size	7		\$ 4,451.67
Family Size	8		\$ 4,955.00